



WashU

Procurement Conflict of Interest Disclosure Form

Conflicts of interest may occur when a student, faculty or staff member or his/her spouse, partner, or child (dependents) receives personal financial benefit from the employee's or student's University position in a manner which may inappropriately influence the employee's or students' judgement or compromise the employee's or students' ability to carry out his/her University responsibilities, or could be a detriment to the University's integrity.

Employees and students with a potential conflict of interest must complete this form and submit it to his/her Department Head for signature and then to the University's Director for Supply Chain Management. If your Department Head is the potentially conflicted party, this form should be submitted to his/her Dean and the Director for Resource Management.

Questions about a potential conflict of interest should be referred to Supply Chain Management.

EMPLOYEE INFORMATION

Name _____ Department _____

Position _____ Campus Phone No. _____

Email: _____

CONFLICTS OF INTEREST DISCLOSURE

Define the relationship or financial interest that you or your spouse, partner or child (dependents) have with any vendor, contractor, or business entity with which the University does business or is likely to do business and for which you have an opportunity to influence a related University decision.

Identify the business entity's name, name of owner(s), name of manager(s) and the relationship to you or your spouse, partner or child (dependents).

Employees or Students' Signature: _____ Date: _____

DEPARTMENT HEAD OR DEAN ACKNOWLEDGEMENT

Name: _____

Signature: _____ Date: _____

References: University Procurement Conflict of Interest Policy

Forward completed form to: Supply Chain Management (Campus Box 1069, Fax: (314) 935-4395)

October 2025